

IGMS INSTRUCTIONS FOR FOUNDATION GRANT APPLICATION

ELIGIBILITY REQUIREMENTS:

Grant awards will be made on a reimbursement basis. DO NOT MAKE ANY PURCHASE AT THIS TIME.

Applicant Eligibility: State and local public safety entities **may submit one application a year and must be in full compliance with IDHS regulatory programs. In addition, grant recipients must be in full compliance with the National Incident Management System (NIMS) to receive grant monies.**

Go to the Internet and type in this URL <https://oas.in.gov/hs/main.do>

Type in your **USER ID** and **PASSWORD** – click login

Click on 2008

Click on Projects

Click on new 2008 project

Title: Type in name of your request Example: 2008 Foundation Grant for 2 Automatic external defibrillators

Project Template down arrow and select Foundation Application

Click create

Enter in the following information

- I. Two-sentence summary click on edit click save
 - II. Applicant Information click on new enter in all requested information click save
 - III. Grant Agreement Information click on new ---Enter the information with whom the grant agreement is with. Example: If you report to a town, city, township or board of commissioner enter their information here. If you are incorporated enter your information.
 - IV. Secure Indiana click edit enter required information and click save
 - V. Management Team click edit enter names of management team click save
 - VI. Strategy Alignment – State Federal
Indiana strategy for Homeland Security Goals and Objectives (check what applies) save
US DHS National Priorities (check what applies) save
US DHS Target Capabilities (check what applies) save
 - VII. Current Status of Project click edit enter in status of project click save
 - VIII. Statement/Narrative Description of Project click edit enter in narrative Click save
 - IX. Project Specifics
 - X. Administration
 - XI. Project challenges click new enter in information
 - XII. Sources of Project click new enter in all sources that will contribute to this project. Click save
 - XIII. Evaluation/Impact click edit enter in information click save
 - XIV. Sustainability click edit enter in information click save
 - XV. Appendices click edit enter in information click save
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To enter the Detailed Budget Go back to Home click on your Department Name

Example: XYZ Fire Department – 2008 Foundation

BUDGET DETAIL ITEMS

Click create new item enter in each item requesting click save

Then click submit budget